

Alona Kalinyuk

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Experience

May 2022

Netflix/ Netflix is a Joke The Festival Los Angeles, CA - *Credential*

May 2022

Benni Ola/ Music Video Los Angeles, CA - *Production Coordinator/ Stylist*

March 2022

Miranda/ Fresh Thyme Commercial Los Angeles, CA - *Covid Compliance Assistant*

January 2022

Bob Industries/ Vuity Commercial Los Angeles, CA - *Directors Assistant/ Covid Compliance Manager*

December 2021

Bam Production Inc./ Bloomingdale's Home Los Angeles, CA - *Production Coordinator*

December 2021

Dominick Guillemot/ Haggard Clothing Commercial Los Angeles, CA - *Dog Handler*

December 2021

Picrow/ Inspire Sleep Apnea Commercial Los Angeles, CA - *Wardrobe Production Assistant*

December 2021

Lightborne Communication Inc. / Advantage Commercial Los Angeles, CA - *Covid Compliance Manager*

December 2021

Hungry Man/ BMW Commercial Los Angeles, CA - *Talent Assistant*

October-November 2021

Creative Arts Entertainment Group, Inc. / Mothers Deadly Son Feature Film Los Angeles, CA - *Script Supervisor*

October 2021

Stink Films /Mountain Dew Rise Commercial, Los Angeles, CA - *Production Assistant*

September 2021

York Productions / Taco Bell Commercial, Los Angeles, CA - *Script Supervisor*

August 2021

Interrogate / Nintendo Genius Commercial, Los Angeles, CA - *Directors Assistant*

August 2021

Riverside Entertainment /Home Economics S2 , Los Angeles, CA - *Productions Assistant*

April - July 2021

Still Photographer, Los Angeles, CA - *Photographer*

Hundy, Film Festival Hollywood Forever

Haha Comedy Club, North Hollywood, CA

Supernova Comedy Club, Hollywood, CA

Anthony Roy Production, Los Angeles, CA

LA Riga, Los Angeles, CA

Drowing Bear Jewlery, Hollywood, CA

USC Conquest 2019

Bill Burr, Jeff Ross, Tony Rock, Doug Benson , Jessimae Peluso, Brian Moses, Jack jJr, Theo Von. Chris Distefano, Vincent Oshana, Brad Williams, Sam Jay, The Lucas Brothers

PartyNextDoor, Bennie Ola, Channel Tres, Saweetie, Quavo.

February-March 2021

Blockhead /Goodgate/ Extra Gum: For When It's time , Santiago, Chile- Productions Assistant

February-March 2021

Mathematics Studio /Underwoner/ Lil Nas X: Montero(Call Me By Your Name) , Los Angeles, CA- Script Supervisor/VFX Supervisors Assistant

December 2020

AD.JUST Video Production /LUBN Los Angeles, CA- Production Assistant

December 2019

Anthony Roy Production/Orisha Short Film/ Los Angeles, CA-Still Photographer

September 2019 - February 2021

Beverly Hills Management / Los Angeles, CA- Photographer/ Creative Director

- Assisted with several fashion show productions by organizing model castings, attending fittings, and fabric sourcing.
- Effectively executed bathing suit model castings for over 300 models in 4 hours, by auditioning and photographing models.
- Worked as BTS photographer for horror movie Orisha, music videos for Beni Ola, Chanel Tres, The Adoni, Saweetie and Offset, etc.
- Photograph high-quality images for both print and internet distribution for clothing companies, jewelry designers, crystal shops, and models.
- Logistics of planning and scouting for shoot locations.
- Offer full-scale photography services for events (festivals, movies, tv shows, big production shoots, grand opening parties comedy shows, concerts, etc.) including both portrait and candid photographs
- Set up lighting and equipment strategically and efficiently to obtain highest quality images without impeding events.
- Edit high-volume of photographs daily, ensuring top quality of each individual image.
- Select and set up appropriate props, backdrops and lighting.

- Design graphics for websites, logos and promotions for marketing purposes.

January 2016- September 2019

LUCAS BROS MOVING CO – New York, NY- *Tour Manager/ Creative Director*

- Organized travel for pre-production, shootings as well as post-production for movies, TV-shows, festivals, award shows, several Stand-Up comedy tours across 40 states in US, Canada and UK.
- Worked closely with management staff of Apatow Productions, 3 Arts Entertainment, Michael O'Brien Entertainment, UTA, 4th Wall Management, Dick Clark Productions, APA, and WME to create new and lucrative tours as well as book clients for acting roles.
- Met with industry connections such as Judd Apatow, Shaka King, Mitchell Hurwitz, Lil Rel Harvey, Jimmy Fallon, Drake and others to discuss acting, writing and producing opportunities and advocated for clients well-suited for specific work.
- Worked with CNN, Comedy Central, Sony, Warners Brothers, Fox, FX, HBO, Netflix, Vice, NBCUniversal, WGA, and SAG-AFTRA.
- Read and edited scripts, pitched/ wrote jokes that are currently being used in movies, tv shows and stand up specials.
- Planned routes with rest stops, hotel, and meal reservation, shops, sightseeing and entertainment, etc.
- Supervised major festivals such as SXSW, Just for Laughs, JFL NorthWest, JFL 42, Life Is Beautiful, Leeds and Reading Festival in the UK.
- Trusted with full access to all business and personal documentation.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.
- Delivered substantial cost savings by securing discounts from third-party logistics services providers.
- Calculated income from shows and collected payments from venues after shows, taping interviews, etc.
- Drove operational improvements which resulted in savings and improved profit margins of over \$300,000.
- Successfully developed creative strategies by custom designing; clothing, furniture, office and home space/decorations, purchased their clothes, and accessories for day to day as well as for on TV tapings, interviews, shows etc.
- Managed team of artists to build Lucas Bros brand.
- Sketched posters, stickers and other merchandise ideas, found artists to execute creative ideas, then produced, transported and sold tour merchandise.
- Photographed, filmed comedy sets, BTS of production, big movie filming, and other projects, as well as fan photography using professional camera equipment and lighting.
- Created Promotion Images and promoted it all over social media platforms.

April 2015 - January 2016

The Lucas Bros Jericho, NY- *Celebrity Personal Assistant*

- Organized and maintained daily schedule including emails, rolling calls, booking of appointments, and coordination of logistics for travel, press, photoshoots, video shoots, fittings, and rehearsals.
- Seamlessly interacted with employer's business associates, publicists, reporters, agents, directors, editors, accountants, and business managers.
- Displayed absolute discretion at handling confidential information.
- Executed basic banking and bookkeeping tasks.

- Assisted on comedy and press tours by providing extensive research of city and venue, host as well as supporting act for shows.
- Managed a large range of services including pet care, phone screening, shopping and bill paying to provide clients with premium family time.
- Established nutritious meal plans and prepared daily offerings to meet patient dietary needs
- Handled incoming mail, bills and invoices and completed appropriate actions.
- Arranged domestic and international travel plans and itineraries, including flight, car service and restaurant reservations.

Administrative Assistant, 06/2014 to 12/2015

University of California Riverside Extension Center – Riverside, CA

- Assisted in managing 50 Certificate programs and 2000+ teenagers to senior citizens.
- Completed all assigned data entry requests, and tasks within the required time frame while maintaining a high level of quality.
- Produced accurate office files, updated spreadsheets, and crafted presentations to support executives and boost team efficiency.
- Distributed company-wide announcements, booked conference rooms and coordinated catering for classes, tests, graduations and award ceremonies as well as office gatherings.
- Handled highly confidential documents and printed of Certificate Degree Award for graduate students
- Supervised course approval, professors background checks, course contracts and hiring.

Administrative Assistant Intern, 06/2012 to 09/2012

Salt River Project – Washington, DC

- Understood and developed professional business skills such as legislative analysis, office administration, project management, and networking.
- Projects include analyzing legislation, attending and summarizing Congressional hearings, performing administrative duties to support the federal affairs office, and planning intern forums.
- Drafted meeting agendas, supplied advance materials, and executed follow-up for meeting and team conferences.
- Performed research to collect and record cybersecurity data for the federal affairs office.
- Provided administrative services, including phone and email correspondence, making copies and handling incoming and outgoing mail and faxes.
- Facilitated timely delivery of special projects to meet organizational and departmental objectives.
- Prepared meeting minutes and edited subcontractor proposals, project punch list, transmittals and memorandums for organizational support.
- Successfully organized a Job Forum with 50 speakers and potential employers for over 300 interns in Washington, DC.

Legal Translator, 05/2010 to 06/2012

Marry Torrez Attorney at Law – Santa Cruz, CA

- Translated confidential documents for lawyers from English to Russian as well as Ukrainian.
- Researched legal, technical and scientific phraseology to find correct translation.
- Kept records and maintained a database of documents as translated.
- Maintained message content, tone, and emotion as closely as possible.
- Consulted specialized dictionaries, thesauruses and reference books to identify closest equivalents for nuanced terminology, words and phrases.

- Effectively translated over 300 complete projects, ranging from documents to personal letters, from Russian to English and English to Russian.

Education

September 2012 - February 2015

University of California, Riverside - *Business Administration Minor in History and Russian Studies.*

Scotts Valley High School, Scotts Valley, CA 95066

Certificate

Los Angeles County Department of Public Health - *Updated COVID-19 Safety Compliance Certificate*